DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 5090.1
AIR-09Y
22 Apr 92

NAVAIR INSTRUCTION 5090

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND ENVIRONMENTAL PROGRAM

Ref: (a) OPNAVINST 5090.1A, Environmental and Natural Resources Protection Manual
(b) NAVFACINST 6240.3A, Department of the Navy Pollution Control Reports; Responsibility and Guidance on Reporting of
(c) OPNAVINST 4110.2, Hazardous Material Control and Management
(d) NAVAIRINST 5400.1B, Naval Air Systems Command Headquarters Organization Manual
(e) 40 CFR 112, Oil Pollution Prevention
(f) 40 CFR 262, Standards Applicable to Generators of Hazardous Waste
(g) NEESA 15-023, Hazardous Waste Annual Report Guide

1. Purpose

a. To establish the Naval Air Systems Command (NAVAIR) Environmental Program per reference (a).

b. To establish policy, provide procedures, and assign responsibilities to support the NAVAIR Environmental Program.

2. Background

a. Protection of the environment is a high priority local, state, and national issue, and the body of environmental law is becoming more complex, comprehensive, and stringent. Federal, state, and local regulators are becoming more forceful in their enforcement,even to the point of seeking criminal remedies against personnel responsible for violations.

b. Executive Order 12088, "Federal Compliance with Pollution Control Standards," states that Federal activities will take a leadership role in environmental compliance. Within the Department of Defense (DOD), policy and goals have been established to carry out this mandate. Reference (a) provides the policies, procedures, and actions prescribed for the Navy's environmental program.

c. The very nature of NAVAIR's mission causes exposure to environmental regulations and compliance liability. Environmental compliance is not a static target. For the most part, traditional end-of-pipe solutions to environmental compliance have been used. However, due to the increasing cost of this technical approach, it is clear that up-front solutions which address systems acquisitions, as well as environmentally compatible materials or processes, are necessary. Although some initiatives have been made, efforts must be focused to consider new materials and processes available in the private sector and efforts made to undertake research and development in areas currently void of alternatives.

3. Policy. It is the policy of the Commander, NAVAIR that:

a. Environmental consideration will become an integral part of all actions at NAVAIR. The Navy environmental program will extend throughout the organization and be incorporated into all aspects of NAVAIR's operations. NAVAIR will achieve and maintain full compliance with all federal, state, and local environmental laws and regulations and ensure the least possible adverse impact on the environment results from its operations.

b. Environmental compliance will be ensured through responsible environmental planning and management. Environmental considerations will be integrated into the command's acquisition, operational, test, and maintenance missions in order to ensure continuous improvement and reduce the adverse environmental effect of NAVAIR's actions. Programs will be monitored to ensure environmental regulations are followed and support requirements are identified.

c. Acquisition of hazardous material required in the design and maintenance of weapons systems will be addressed to reduce the amount of material procured and to reduce generation of hazardous waste.

d. Operations that are known to cause significant environmental degradation will be reviewed following National Environmental Policy Act (NEPA) procedures to identify alternative methods and mitigation measures to reduce or eliminate adverse environmental impact.

e. Pollution prevention and abatement of existing environmental problems will be addressed through the development of substitute materials and processes or by application of control technology to the pollutants.

f. Technical alternatives within the Navy and private industry will be investigated. Maintenance policy will be updated as new repair processes involving alternate materials are implemented. Problems will be addressed in an integrated fashion so that our successes in one area can be duplicated to meet stricter standards across the nation.

g. Alternatives will be identified for manufacturing and maintenance operations that have an adverse environmental impact. For those materials or processes for which there is no readily available alternative, substitute materials and processes will be developed. Where no substitutes or alternatives can be identified, the procurement and installation of equipment and facilities to control emissions will be vigorously pursued.

4. Action. Addressees will take appropriate action to accomplish responsibilities outlined in this manual.

5. Forms. OPNAV 5090/2, Solid and Hazardous Waste Annual Report, may be obtained from the Naval Energy and Environmental Support Activity, Port Hueneme, California 93043.

6. Reports. The reporting requirements contained in this instruction are approved for 3 years from the date of this instruction.

REPORT SYMBOL	TITLE	CHAPTER-PARAGRAPH
DD-P&L(A)1485(5090) OPNAV Form 5090/2 (Rev 3-83) (assigned by reference (a))	Solid and Hazardous Waste Annual Report	1-3b(1)(f)
DD-P&L(SA)1383(6240) assigned by reference (b))	Pollution Control Report	1-3b(1)(k) 10-2a(1)
OPNAV 5090-2 (assigned by reference (a)	Oil Spill Report (MIN CONSIDERED)	7-2b(1)
OPNAV 5090-3 (assigned by reference (a))	Hazardous Substance Release Report (MIN CONSIDERED)	7-2b(1)

OPNAV 5090-4 (assigned by reference (a))	Report of Receipt of a Notice of Violation or Noncompliance	7-3b
NEESA-19-004	Implemented Hazardous Waste Minimization Effort	7-6b
NAVAIR 5090-1	Environmental Compliance Action Report	7-6a
NAVAIR 5090-2	Annual Environmental Report	1-3b(1)(i) 7-7a

W. C. BOWES

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Chapter 1

RESPONSIBILITIES

1. Information. Environmental regulations effect virtually every facet of NAVAIR's business and operations. The very nature of NAVAIR's mission requires environmental protection and improvement to be integral aspects of the processes by which we manage ourselves. Traditional, end-of-pipe compliance oriented solutions are not adequate to address the complex environmental issues faced by NAVAIR. Environmental consideration must be integrated into each process that affects the way we specify materials; design, acquire, and maintain our systems; test, evaluate, and operate our aircraft and weapons; perform research and development; and manage our programs. NAVAIR's commitment to responsible stewardship of the environment will be successful only if each element of the organization is actively involved in fulfilling that commitment within this functional area.

2. Definition. Acquisition managers are those offices and persons, including program managers, having programmatic responsibilities for the acquisition of systems and systems support.

3. Responsibilities

a. Naval Air Systems Command Headquarters (NAVAIRHQ)

(1) Office of Counsel (AIR-00C) will

(a) provide legal advice and counsel to the NAVAIR environmental program;

(b) review NAVAIR environmental protection policy and directives for compliance with appropriate regulations;

(c) review and comment on proposed environmental regulations;

(d) maintain liaison with Office of General Counsel personnel to facilitate adequate preventative law measures;

(e) represent NAVAIR's interest in pending environmental litigation concerning the establishment and implementation of environmental programs and policies; and

(f) provide advice and counsel on statutory and regulatory compliance issues.

(2) Vice Commander (AIR-09) will

(a) manage the overall NAVAIR environmental program; and

(b) serve as NAVAIR representative to the Chief of Naval Operations (CNO) Environmental Policy Flag Officers Steering Group.

(3) Safety Office (AIR-09F) will establish NAVAIR policy implementing national and Navy policy involving hazard communication, including personal safety in the handling of hazardous material and hazardous waste.

(4) Staff Civil Engineer (AIR-09Y) will

(a) coordinate overall NAVAIR environmental program;

(b) chair the NAVAIR Environmental Management Team (EMT);

(c) provide NEPA assistance and guidance to acquisition managers and to NAVAIR field activities;

(d) develop policy and strategies for implementing the NAVAIR environmental program;

(e) provide environmental program guidance and assistance to all NAVAIR components;

(f) act as NAVAIR representative on environmental matters with all other agencies within the Navy and DOD as well as other federal agencies and private industry;

(g) coordinate appropriate field activity environmental positions and strategies to implement NAVAIR environmental policy by providing environmental oversight to the field activities, developing corporate plans to execute the NAVAIR environmental program, monitoring progress in achieving established environmental goals, and reviewing environmental audits and reports to identify resource requirements and to establish priority of action;

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(h) provide corporate oversight of the NAVAIR environmental program by monitoring compliance of NAVAIR field activities through the appropriate NAVAIRHQ codes, conducting triennial Environmental Compliance Evaluations (ECE) of activities, and reviewing and responding to environmental audits and reports of NAVAIR activities;

(i) coordinate appropriate NAVAVNDEPOT environmental positions and strategies to implement NAVAIR environmental policy, review NAVAVNDEPOT environmental audits and reports, and coordinate NAVAVNDEPOT requirements for material and process substitutions with AIR-411; and

(j) implement and provide oversight for the NAVAIR environmental program for Government-owned Contractor-operated (GOCO) facilities and providing corporate oversight by monitoring compliance, conducting triennial ECE's, reviewing audits and reports on GOCO's to identify resource requirements and establish priority of action, ensuring operating contractors obtain all necessary environmental permits for operation of GOCO facilities, ensuring GOCO operators operate and maintain the pollution abatement equipment and facilities necessary to meet appropriate environmental regulations, and coordinating actions to improve environmental program at GOCO facilities.

(5) Public Affairs (AIR-00D2) will

(a) establish and coordinate public affairs policy on environmental matters;

(b) prepare media releases on spills, adverse actions by regulatory agencies, and criminal investigations;

(c) develop appropriate informational material to publicize NAVAIR's environmental program; and

(d) ensure guidance is provided for field activity level Community Relations Plans for the Installation Restoration (IR) program.

(6) Group Heads will

(a) integrate environmental requirements into their functions; and

(b) establish the necessary structure to support NAVAIR's environmental policy.

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(7) Deputy Commander for Acquisition and Operations (AIR-01) will ensure all acquisitions adequately address environmental issues.

(8) Acquisitions Managers will

(a) fund for applicable environmental requirements; and

(b) ensure systems acquisition and logistics actions are in full compliance with environmental regulations ad NAVAIR environmental policy.

(9) Assistant Commander for Contracts (AIR-02) will

(a) ensure all contracts include appropriate environmental clauses;

(b) ensure that compliance by contractors, with all applicable environmental regulations, is specified in all contracts; and

(c) ensure that development and delivery to NAVAIR of environmental information and reports, as required in the purchase request or required by statute or regulation, is specified in all contracts.

(10) Logistics and Maintenance Policy Division (AIR-411) will

(a) ensure implementation of the Navy's hazardous material control and management (HMC&M) program, per reference (c), within NAVAIR;

(b) ensure coordination with the Naval Supply Systems Command (NAVSUP) on all acquisition and supply matters relating to reference (c);

(c) act in direct support of the logistics element manager (LEM) for maintenance planning as assigned by reference (d), providing information related to environmental issues;

(d) incorporate environmental considerations into maintenance policy;

(e) ensure NAVAIR weapons systems integrated logistics support (ILS) processes utilize environmentally compliant material and use as little hazardous material as possible;

(f) ensure ILS processes generate as little hazardous waste or other environmental pollutants as possible;

(g) ensure requirements to identify the environmental effect of weapons system's ILS (processes, materials, and facilities) are established in the early stages of systems development;

(h) manage the actions of the Lead Maintenance Technical Center for environment (LMTC(E)) and coordinate the development of environmentally acceptable maintenance materials/procedures among the naval aviation depot (NAVAVNDEPOT) Product Support Directorates (PSD);

(i) coordinate the development of environmentally acceptable maintenance materials/procedures with the Air Vehicle Division (AIR-530); and

(j) establish procedures to facilitate the expeditious incorporation of acceptable substitute materials and process changes into appropriate publications.

(11) Supply Policy, Management and Financial Programs Division (AIR-412) will

(a) provide guidance for the storage, transportation, and inventory control of hazardous material;

(b) require delivery of Material Safety Data Sheets with delivery of hazardous material to user;

(c) process National Stock Numbers for newly developed material substitutes;

(d) coordinate with NAVSUP to ensure expeditious stocking of environmentally compliant or less hazardous material;

(e) coordinate with NAVSUP on the establishment of a NAVAIR hazardous material list and changes to that list; and

(f) identify to NAVSUP unit of issue and shelf life problems causing the generation of hazardous waste.

(12) Deputy Assistant Commander for Aviation Depots (AIR-43) will

(a) develop NAVAVNDEPOT corporate plans to execute the NAVAIR environmental program; and

(b) provide NAVAIR environmental oversight, in coordination with AIR-09Y, to the NAVAVNDEPOT's by monitoring NAVAVNDEPOT progress in achieving environmental goals.

(13) Assistant Commander for Systems and Engineering (AIR-05) will

(a) ensure system design criteria, for new and existing weapons systems and support systems, incorporate environmental protection considerations and support NAVAIR environmental protection policy;

(b) establish and manage a research and technology program to identify and develop technologies that address the needs and requirements of the NAVAIR environmental program; and

(c) coordinate the NAVAIR environmental research and technology program with other Navy and federal agencies and with private industry.

(14) (AIR-530) will

(a) seek existing materials and processes that have a less adverse impact on the environment;

(b) identify environmental needs and requirements which require development of less hazardous materials and processes;

(c) test all proposed new materials and processes to ensure that the potential for adverse environmental impact is known and is reduced as much as possible without degradation of performance of mission;

(d) establish criteria and procedures to approve the least polluting materials and processes without compromising full mission capability;

(e) modify material specifications/requirements to ensure procurement of least hazardous material; and

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(f) coordinate the test programs for new materials and processes with other services, federal agencies, and private industry.

(15) Comptroller (AIR-08) will budget for environmental requirements as appropriate.

b. NAVAIR Field Activities

(1) Heads of NAVAIR Field Activities will

(a) comply with applicable federal, state, and local environmental laws, ordinances, and regulations;

(b) secure and maintain currency of proper permits for the activity's operation;

(c) comply with references (a), (c), and all other Navy environmental instruction and directives including attaining established DOD, Navy, and NAVAIR programs and goals;

(d) monitor compliance with applicable environmental regulations and conduct an annual self audit of the field activity's environmental program;

(e) develop and maintain an environmental program for the activity that includes a hazardous waste management plan per reference (a), a hazardous waste minimization plan in support of Navy hazardous waste minimization goals, a hazardous substance contingency plan per reference (a), a natural resources management plan per reference (a), a spill prevention, control, and countermeasures (SPCC) plan per reference (e), and a waste analysis plan to ensure proper identification and management of solid wastes per reference (f);

(f) submit the Solid and Hazardous Waste Annual Report per page 9-12, paragraph 9-5.5, reference (a), and reference (g) (Report Symbol DD-P&L(A)1485(5090) applies);

(g) designate, in writing to NAVAIRHQ (AIR-09Y), an activity environmental point of contact for coordinating the activity's environmental program with NAVAIRHQ;

(h) take appropriate progressive action to accelerate the development and application of measures that will enhance the environment and reduce environmental pollution including solid waste, air, and water;

(i) report on environmental program per appendix A (Report Symbol NAVAIR 5090-2 applies);

(j) budget for recurring environmental requirements and develop environmental budget exhibits as directed by NAVAIRHQ (AIR-08);

(k) submit Pollution Control Report for all corrective projects, no matter how funded, per reference (b) (Report Symbol DD-P&L(SA)1383(6240) applies); and

(l) ensure all actions covered under the provisions of the NEPA are properly assessed and that documentation is completed.

(2) Naval Aviation Maintenance Office will assist NAVAIRHQ (AIR-411) to ensure environmental protection is incorporated into intermediate and organizational maintenance action.

(3) Naval Air Technical Services Facility will ensure incorporation of all changes to environmentally acceptable materials and processes are made in appropriate publications.

(4) Aircraft Environmental Support Office (AESO) located at NAVAVNDEPOT North Island will

(a) provide Navy wide environmental compliance support for aircraft and related facilities as related to air emissions;

(b) provide support on environmental compliance related to Volatile Organic Compounds and toxic air emissions;

(c) conduct studies and characterizations of air emissions of Navy facilities including inventories of emission sources and characteristics, database development, emission testing, and material balance estimates;

(d) conduct studies and characterizations of air emissions related to operations, testing, and maintenance within the naval aviation community including test cells and industrial emissions;

(e) manage, maintain, and issue air emissions and noise level data from naval air operations and related maintenance functions;

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(f) provide health risk assessment evaluations using Environmental Protection Agency computer air models;

(g) maintain a database of federal, state, and local air regulations which effect the naval aviation community to include information on the strictest existing level of compliance;

(h) maintain expertise on control technology applicable to air emissions of the naval aviation community and advise Navy facilities on the control technology applicable to existing operations and new construction;

(i) maintain leadership on air pollution problems related to naval aviation operations; and

(j) provide annual program reviews to NAVAIRHQ (AIR-09Y) no later than 1 November each year.

(5) LMTC(E) located at NAVAVNDEPOT Jacksonville will

(a) assist NAVAIRHQ (AIR-411) to ensure environmental protection is incorporated into naval aviation maintenance action;

(b) coordinate the testing of environmentally compliant materials and processes among the PSD's and distribute technical information regarding that testing;

(c) manage a technical database of process and material change information including publishing a hazardous material substitution list;

(d) coordinate the PSD's projects with the Naval Energy and Environmental Support Activity (NEESA) (Code 112), and NAVAIRHQ (AIR-43); and

(e) provide material and process development requirements for environmental research and technology to NAVAIRHQ (AIR-05).

Chapter 2

ENVIRONMENTAL PROGRAM MANAGEMENT

1. Information

a. The very nature of NAVAIR's mission exposes it to environmental regulations and compliance requirements. Failure to comply, as well as a perception of noncompliance, has resulted in increased regulatory action as well as adverse impact on our ability to execute our mission. New program starts have been delayed due to failure to prepare necessary documentation. Maintenance operations have been halted and fines assessed due to failure to use materials that comply with environmental regulations. Facility operations have been delayed due to pollutant levels unacceptable to the regulatory authority.

b. The breadth of environmental compliance issues covers many different areas of responsibility and expertise within NAVAIR. Response to environmental issues has included the coordinated development and testing of new materials, the approval of new maintenance technologies, and negotiations with regulatory agencies to develop compliance agreements involving facility modifications and material changes. Only by coordination of these actions within the NAVAIR matrix and participation by the different areas of expertise has NAVAIR been able to support the programs in response to environmental problems.

c. The complexity of environmental issues covers research and technology, material and process approval, procurement, maintenance policy, facility modifications, operational modifications, and agreements with organizations outside of the Navy and outside of the federal government.

2. EMT

a. Program Management. The EMT was established by the Commander, Naval Air Systems Command to coordinate environmental action within NAVAIR. The EMT will ensure a dynamic approach to resolving environmental issues and provide command advocacy for the environmental program. The steering group was chartered to

(1) implement overall policy to ensure continued compliance with environmental regulations;

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(2) develop and implement strategies to ensure continued reduction of NAVAIR's impact on the environment; and

(3) oversee the effectiveness of NAVAIR's environmental program and provide recommendations to improve program performance.

b. Program Elements. The major elements of the NAVAIR environmental program being addressed by the EMT are

(1) providing guidance and support required by field activities;

(2) ensuring environmental considerations are addressed in acquisitions and design of weapon systems;

(3) controlling hazardous material and developing of substitute materials and processes;

(4) developing and implementing research and technology programs;

(5) providing environmental support to the naval aviation community; and

(6) influencing external policy and regulations.

c. Membership. The membership of the EMT is as follows:

(1) Occupational Safety and Health Manager (AIR-09F2).

(2) AIR-09Y; Chairman.

(3) AIR-09Y1

(4) Director, Configuration Management Program Policy and Resources Division (AIR-100).

(5) HMC&M Coordinator (AIR-411E).

(6) AIR-43B.

(7) AIR-530.

(8) Technical Director Research and Technology (AIR-530T).

d. Guidance. The EMT will report to AIR-09.

3. Responsibilities

a. AIR-09 will oversee the actions and effectiveness of the EMT.

b. Group Heads will designate the EMT member and their substitute representative in writing to AIR-09Y.

Chapter 3

ENVIRONMENTAL TRAINING

1. Information. An understanding of environmental regulations, and DOD, Navy, and NAVAIR policy, and the personal and activity responsibilities under those requirements is imperative to the proper execution of the NAVAIR environmental program. It is through the combined efforts of all our people that NAVAIR will successfully meet the challenge of accomplishing our mission in an environmentally responsible manner. Court actions by regulators and private citizens against field activities and individuals make it mandatory that each member of the work force understand the depth of his legal responsibilities.

2. Environmental Training

a. NAVAIR personnel need to be trained in order to carry out their responsibilities in an environmentally aware manner. This training is to ensure environmental awareness and knowledge necessary to accomplish the objectives of the NAVAIR environmental program. The training is also to provide awareness of individual responsibilities and liabilities.

b. Environmental laws and regulations which specify training requirements take precedence over the recommendations of this manual.

c. Table 1 outlines recommended basic training for NAVAIR field activity personnel.

3. Responsibilities

a. NAVAIRHQ

(1) AIR-09Y will assist field activities to develop and maintain appropriate environmental training programs both for training mandated by regulations and that required for environmental awareness.

(2) Group Heads will ensure personnel under their cognizance having responsibilities for programmatic action are aware of NAVAIR's environmental policy and will ensure that those persons receive necessary training.

b. Heads of NAVAIR Field Activities will develop, budget, and maintain environmental awareness training programs following the guidelines in table 1.

Environmental Awareness
For NAVAIR Field Activities' Personnel

POSITION	TRAINING	HOURS RECOMMENDED
Commander/Commanding Officer Executive Officer	General Overview Environmental Liability	6 2
Executive Director/ Department Head	General Overview Environmental Liability	6 2
Designers/Procurers/ Material Specifiers	General Overview and Hazard Minimization	16
All Line Employees	Responsibilities under Activity Environmental Instructions	1

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POSITIONS BELOW THIS LINE ARE REQUIRED, BY LAW, TO RECEIVE MANDATORY TRAINING IF THEY ARE MEMBERS OF SPILL RESPONSE TEAM OR IF THEY ARE HAZARDOUS WASTE HANDLERS. FULFILLING THAT MANDATORY TRAINING REQUIREMENT WILL FULFILL THE INTENT OF THIS MANUAL.

POSITION	TRAINING	HOURS RECOMMENDED
Public Works Officer/ Maintenance Officer/ Plant Engineer	General Overview Spill Response	16 24
Environmental Manager	Spill Response ** Hazardous Waste Management Clean Water Act Clean Air Act NEPA Requirements Natural Resources **	24 24 16 16 16 16
Supervisor/Foreman Material Handlers/ Spill Response Team	Spill Response/Disposal	16
Material Handlers/ Spill Response Team	Spill Response *	24

* This is for refresher training, initial training should be at least 40 hours.
** Required if activity has cognizance in this area.

Table 1

Chapter 4

NATIONAL ENVIRONMENTAL POLICY ACT GUIDANCE

1. Information

a. NEPA provides a national charter for protection of the environment and mandates that federal agencies utilize a systematic approach for an environmental analysis to ensure the "integrated use of natural and social sciences and the environmental design arts" in making decisions which will cause an impact on the human environment. The purpose of an environmental analysis is to examine potential environmental consequences and to incorporate environmental concerns into the planning and decisionmaking of federal actions. An environmental analysis of the potential environmental consequences of a proposed action is to be included in every recommendation or report on proposals for actions significantly affecting the environment. A Council on Environmental Quality (CEQ) is established by the Act to provide regulations for implementing NEPA.

b. Two of the basic principles of NEPA and the CEQ are:

(1) NEPA procedures must ensure that environmental information is available to public officials and citizens before decisions are made and before actions are taken.

(2) CEQ regulations apply a three-tiered approach to assure pertinent environmental information is available to decisionmakers and the public for those major actions with potential for degradation of the environment. The three tiers, which are fully explained in reference (a), are; categorical exclusion (CE), environmental assessment (EA), and environmental impact statement (EIS).

(a) A CE is prepared for actions which do not have, individually or cumulatively, a significant effect on the environment or such actions have been previously found to have no such effect and for the action/s, therefore, neither an EA nor an EIS is required.

(b) An EA is a public document which briefly provides sufficient evidence and analysis for determining whether to prepare an EIS or a finding of no significant impact (FONSI).

(c) An EIS is a document prepared for an action which has significant impact on the quality of the environment, and therefore, no FONSI has been issued. The EIS incorporates all pertinent comments and information made as a result of public review of its draft.

c. CEQ regulations define major federal actions subject to evaluation under NEPA to include, among other things, "new and continuing activities." The term "new ... activities" is intended to encompass future actions, i.e. those which are not presently ongoing. The term "continuing activities" includes actions which are presently being carried out in fulfillment of the Navy mission and function, including existing training functions. A substantial change in a continuing action such as a substantial change in tempo, area of use, or in methodology and/or equipment which has the potential for significant environmental consequences is considered a proposal for new action and analyzed accordingly.

2. Procurement Requirements

a. For procurement of weapons systems, support systems, and testing and logistics support for those systems (including associated research and development), the environmental analysis should incorporate aspects of design, manufacture, testing, and logistics support, as applicable. Acquisition managers need to budget for the development of environmental analysis.

b. The majority of the weapons systems and support systems procured by NAVAIR will have multiple stages of development and multiple siting upon deployment. In such cases it is recommended that a tiered approach be taken for the environmental analysis.

(1) The use of a tiered environmental analysis eliminates the need for repetition of discussions of the same issues and allows the document to focus on the primary issues at each stage. The process is accomplished by the preparation of an environmental analysis discussing the broad implications of a program which has several distinct stages. As the program develops, the subsequent documents use the preceding one as a base and are tiered upon it.

(2) The initial environmental analysis of a tiered approach will discuss the potential environmental consequences of the overall program including a description of subsequent stages of development, production, testing, and support.

(3) The subsequent environmental analysis will summarize the issues discussed in the initial environmental analysis and focus on specific issues of the stage.

(4) Tiered environmental analysis prepared by NAVAIR will include documentation and decisions spanning specific system development issues through discussion of general environmental consequences of siting. NAVAIR environmental analysis will be made available to commands which will operate the system so they may develop their required environmental analysis as a further tier in the process.

c. For systems procurement that require an EIS, the minimum timeframe for mandatory review is 150 days. This is not to be construed as the timeframe actually involved as it does not include solicitation for preparation of the EIS nor the time required to develop data and information, prepare the report, scoping, review of comments, and preparation of a final EIS. Actual time may span 360 - 420 days. It is mandatory that managers allow sufficient time in program schedules and begin the NEPA process at the start of the project.

d. Weapon and support system development and production necessitate close coordination with the system supplier in order to ensure all potential environmental consequences of the system are considered. Proper consideration and mitigation of environmental consequences can only be achieved with an early start. Information gathered will be used to identify hazardous materials used and hazardous waste and pollutants generated, transported, or disposed of during weapon system life plus any available or emerging non-hazardous material to substitute for a hazardous material. The system supplier needs to provide NAVAIR with information on environmental concerns of design materials and potential environmental consequences of test and support of the system.

3. Siting Requirements

a. The siting of actions at NAVAIR activities or sites require analysis of the potential environmental consequences.

b. If the action is to be sited at an existing NAVAIR activity or site and no substantial change occurs, the siting aspect may apply for a categorical exclusion.

c. If the action is to be sited at an existing NAVAIR activity or site and creates a substantial change from previously existing local conditions, NEPA documentation may be required.

d. If the action is to be sited at a new NAVAIR facility or site and results in substantial change to existing local conditions, NEPA documentation is required.

e. NAVAIR will assist other major claimants, which are operating aviation systems, in the development of their site specific NEPA documentation by supplying information on the system and its support developed during system procurement.

4. Testing and Support Requirements

a. Proposed testing of new weapons systems and support systems will require environmental analysis.

b. Continuing actions, including testing and logistics support, of a weapons system or multiple weapons systems may necessitate the preparation of NEPA documentation where

(1) there is discovery that the environmental effects of an ongoing activity are significantly and quantitatively different from or more severe than the environmental effects predicted in an environmental analysis prepared in connection with the commencement of the activity; or

(2) the currently occurring environmental effects of the continuing action have not been previously evaluated in an environmental analysis, and there is a discovery that substantial environmental degradation is occurring, or is likely to occur, as a result of the ongoing action. Substantial or significant environmental degradation may be occurring as a result of cumulative effects and may necessitate NEPA documentation per paragraph 5-3.17, reference (a). Discovery that significant beach erosion is occurring as a result of continuing amphibious exercises, new designation of wetland habitat, or discovery of an endangered species residing in the area of the activity are examples of substantial environmental degradation.

c. A substantial change in a continuing activity such as a substantial change in tempo, area of use, or in methodology and/or equipment which has the potential for significant environmental consequences should no longer be considered a continuing activity, but a proposal for a new federal action and documented accordingly. If the action had not previously had an

environmental analysis prepared, such documentation will be required for the effects of the change as well as the cumulative effects within the continuing action. Actions which had been previously documented will require an amendment to the environmental analysis. Such a change may include, but is not limited to

(1) the materials used in the testing or support of the system/equipment is changed to a substantially more hazardous material or one that generates substantially more pollutants;

(2) the configuration of the system is modified so there is a substantial increase in noise or substantial increase in wastes stream volume or toxicity; or

(3) the configuration of the system is modified so there is a substantial increase or decrease of support or maintenance work force.

5. Responsibilities

a. NAVAIRHQ

(1) AIR-09Y will:

(a) as LEM for facilities, assist acquisition managers in planning for and developing environmental analysis;

(b) review field activity environmental analysis and forward to higher authority within 15 days of receipt of the document; and

(c) coordinate review of environmental analysis documents with the EMT as necessary.

(2) AIR-411 will, as LEM for maintenance planning, provide logistics support information for support of environmental analysis.

b. Heads of NAVAIR Field Activities will

(1) develop environmental analysis required in reference (a) and this manual;

(2) include NEPA assistance and/or review in any host/tenant agreements;

(3) if NAVAIR field activity is a tenant activity, coordinate environmental analysis with host activity for forwarding through the host's chain of command for review and approval, and provide a copy to NAVAIRHQ (AIR-09Y);

(4) if NAVAIR field activity is a host activity,

(a) ensure tenants on their activity (Navy, federal agency, or contractor operating on NAVAIR facilities) review the environmental consequences of the tenant's actions;

(b) ensure tenants develop environmental analysis as required; and

(c) review environmental analysis prepared by tenants as required by reference (a) and this manual;

(5) annually forward a list of all categorical exclusions, with a brief description of the action and/or reference (a) paragraph allowing CE, for the preceding year to NAVAIRHQ (AIR-09Y) per appendix A; and

(6) forward EA's and EIS's to CNO (OP-44E), via NAVAIRHQ (AIR-09Y), for review and approval.

Chapter 5

POLLUTION PREVENTION

1. Information. NAVAIR generates or causes others to generate hazardous waste, hazardous air emissions, and hazardous liquid effluent through the testing and maintenance of weapon and support systems. These pollutants together with other factors adversely impact the environment. Reference (c) established the requirement of a HMC&M program to lead in the Navy's pollution prevention effort. Additionally, NEPA requires all major actions of a Federal agency to be reviewed for the potential impact on the environment and a detailed statement of that impact be prepared. Chapter 4 of this manual discusses NAVAIR's requirements under NEPA.

2. Pollution Prevention

a. The three major areas in which NAVAIR will take proactive pollution prevention measures are (1) system design and development, including manufacture, testing and evaluation; (2) operation of the system; and (3) maintenance of the system. Each of these areas will be reviewed in the earliest practical stage to determine its potential for generating pollution and to identify any less hazardous alternative. Each review will include a life cycle economic analysis of the alternatives considered to facilitate the decision on the alternative selected.

b. Environmental pollution result from design requirements which cause use of hazardous materials during system maintenance. The primary purpose of the review in this area will be to analyze substitutes for hazardous materials in the maintenance processes. Decisions based on these reviews will have the greatest impact on reduction of pollutants.

c. Emissions and pollutants of an operating system will be reviewed in the earliest practical stage of design, and alternatives considered to reduce or eliminate pollutants. Decisions based on this review will have the greatest impact on mission capability.

d. The majority of environmental pollution caused by a weapon system during its life cycle is during system maintenance. Maintenance practices, materials, and processes will be reviewed to identify hazardous materials used, and substitute, less hazardous material will be identified.

e. Design and procurement documents should require the system supplier to identify

(1) the necessity for the hazardous materials it is proposing for use in the weapon system;

(2) the necessity for the hazardous materials it is proposing as part of the maintenance requirements; and

(3) the requirements for

(a) control and mitigation of air emissions and effluent generated by maintenance requirements; and

(b) the treatment and disposal of hazardous waste generated by maintenance requirements.

f. Actions by NAVAIRHQ to define appropriate pollution prevention initiatives and to implement innovative approaches to address environmental issues and regulations will be coordinated with the EMT.

3. Responsibilities

a. NAVAIRHQ

(1) AIR-09Y will

(a) assist AIR-411 and AIR-530 in the development of acquisition and design strategy for pollution prevention, including applicable control technology;

(b) assist the non-NAVAVNDEPOT field activities to define appropriate pollution prevention initiatives and act to implement innovative approaches to address environmental issues and regulations; and

(c) assist the NAVAVNDEPOT Corporate Board to define appropriate pollution prevention initiatives and act to implement innovative approaches to address environmental issues and regulations.

(2) Acquisition Managers will ensure statements requiring the review of hazardous materials and processes in the design, operations, and maintenance of a system are incorporated into all procurements.

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(3) AIR-02 will

(a) coordinate discussions with contractors on maintenance and design related alternatives; and

(b) coordinate any necessary modifications to contracts.

(4) AIR-411 will

(a) provide implementing guidance to NAVAIR on reference (c);

(b) maintain a catalogue of the procurement requirements per paragraph 2e of this chapter;

(c) develop a list of hazardous materials and maintenance processes which use hazardous materials;

(d) ensure review of the maintenance related alternatives for each procurement;

(e) coordinate the review of maintenance related alternatives developed by the system supplier;

(f) coordinate the analysis of which maintenance related alternatives have the best environmental life cycle cost and assisting the decisionmaker;

(g) transmit the decision on maintenance related alternatives to AIR-02 for discussions with the contractor; and

(h) review and modify existing maintenance policy and practice to ensure hazardous material use is diagnosed and substitute materials are identified to AIR-530.

(5) AIR-530 will

(a) be the resident manager for environmental review within AIR-05;

(b) maintain a catalogue of the design requirements per paragraph 2e of this chapter;

(c) ensure proper review of the design related alternatives for each procurement;

(d) coordinate the review of design related alternatives developed by system suppliers;

(e) coordinate the analysis on which design related alternatives have the best environmental life cycle cost and assisting the decisionmaker;

(f) transmit the decision on design related alternatives to AIR-02 for discussions with the contractor;

(g) identify environmental needs and requirements within existing maintenance practices which require research and technology development for less hazardous materials and processes, and coordinate necessary action for research, development, testing, and approval of less hazardous substitute material; and

(h) modify material specifications/requirements to ensure procurement of least hazardous material.

b. Heads of NAVAIR Field Activities will establish a proactive pollution prevention program to

(1) develop and implement a hazardous waste minimization plan as required by reference (a);

(2) identify and coordinate necessary action to implement pollution prevention projects to reduce the amount and toxicity of air emissions, effluent, and solid waste including hazardous waste;

(3) to develop and implement a qualified recycling program as described in reference (a) (chapter 10, paragraph 4.3.3); and

(4) identify pollution prevention needs, via the A-106 process as described in reference (a) (chapter 3), reference (b), and the facility planning process, to the geographical Engineering Field Division of the Naval Facilities Engineering Command (NAVFAC) and to NAVAIRHQ (AIR-09Y), respectively.

Chapter 6

NAVAIR ENVIRONMENTAL COUNCILS

1. Information. Compliance with environmental regulations is a requirement for all NAVAIR field activities and industrial facilities. Though specific regulations may differ between states and localities within states, a broad commonality exists within the basic regulatory requirements. In order to address this commonality, and to share information on projects, processes, new regulatory issues, Navy, and NAVAIR environmental programs, the following NAVAIR environmental councils are established.

2. Environmental Councils

a. NAVAIR will have three environmental councils: NAVAVNDEPOT environmental council; GOCO industrial plants environmental council; and the Naval Air Warfare Center (NAWC) environmental council. Figure 1 indicates the structure of each of the environmental councils.

b. The NAVAIR environmental councils will provide forums for the NAVAIR activity environmental managers to

(1) provide comments/recommendations pertaining to new or proposed environmental laws or regulations;

(2) provide program planning information as required to help define overall program resource needs;

(3) provide input into the development of strategies to meet environmental goals and regulations;

(4) identify high priority environmental issues requiring technical investigation, and recommend priorities for accomplishment; and

(5) act as an advisory committee to the respective corporate board on environmental issues.

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3. Responsibilities

a. NAVAIRHQ

(1) AIR-09Y will

(a) call joint (NAVAVNDEPOT/GOCO/NAWC) NAVAIR environmental council meetings and serve as chair;

(b) call NAWC environmental council meetings to coincide with NAVAIR joint environmental council meetings and as required; and

(c) call NAVAVNDEPOT environmental council meetings to coincide with NAVAIR joint environmental council meetings and as required.

(2) Industrial Facility Branch (AIR-4222) will call GOCO environmental council meetings to coincide with NAVAIR joint environmental council meetings and serve as chair.

b. Heads of NAVAIR Field Activities will appoint appropriate personnel able to represent them at the council meetings and participate in intra-council actions.

Structure of Environmental Councils

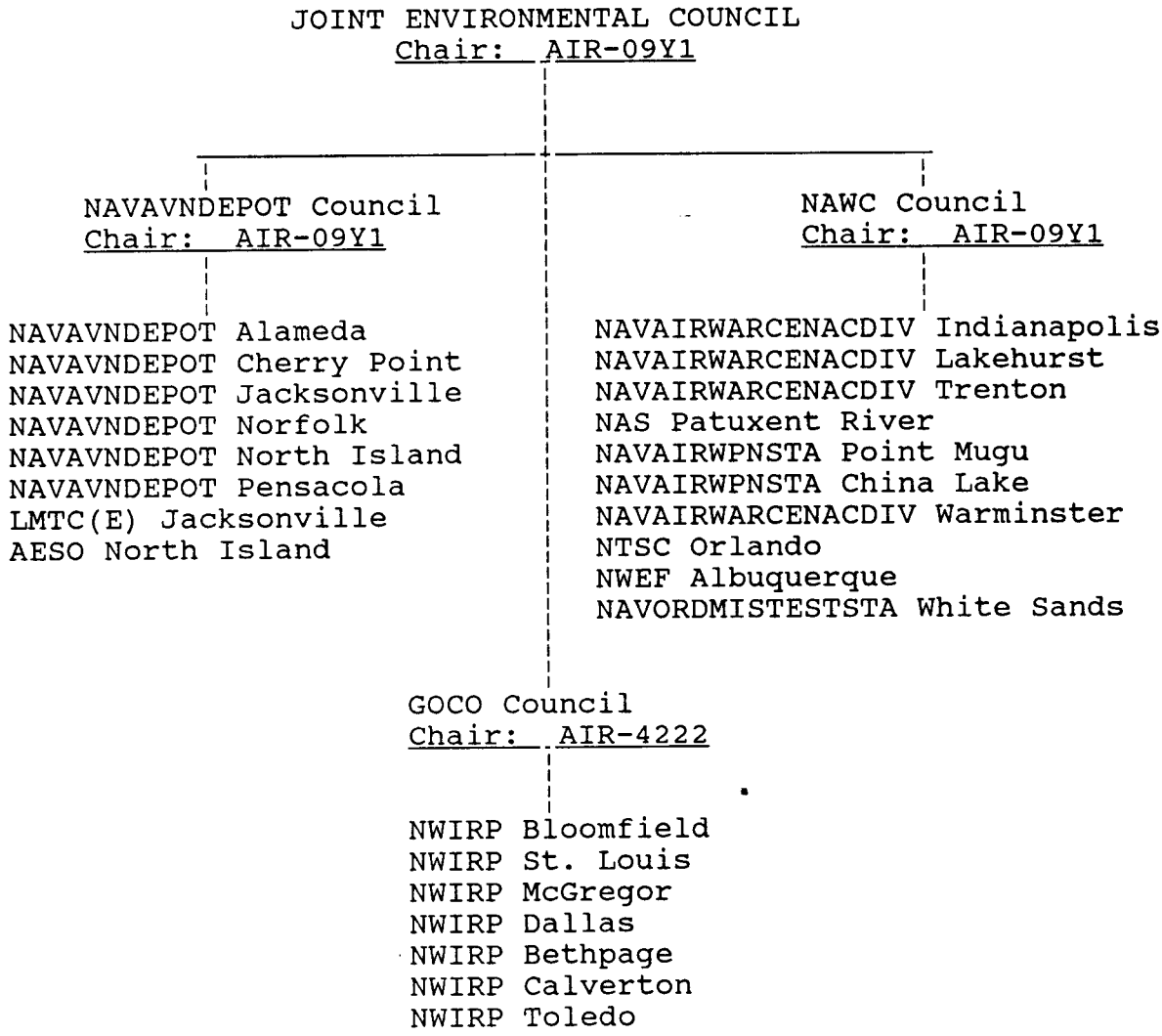

Figure 1

Chapter 7

REPORTING PROCEDURES FOR ENVIRONMENTAL ACTION

1. Information. Proper management of NAVAIR's environmental program requires reports of environmental programs and actions by NAVAIR field activities to NAVAIRHQ (AIR-09Y). The information reported will be used to develop appraisals of NAVAIR's overall environmental program status, to identify trends within the environmental program, and to develop long term resource requirements to support the environmental program.

2. Spill Response. In the event of a release of hazardous substances in excess of reportable quantities, or petroleum products in any quantity, the following action will be taken:

a. The local notification chain in the field activity Spill Prevention Control and Countermeasure (SPCC) plan will be immediately implemented.

b. The Navy On-Scene Coordinator (NOSCDR) will be immediately notified by phone.

(1) Within 24 hours of the occurrence submit an Oil Spill Report per reference (a) (appendix G (Report Symbol OPNAV 5090-2 (MIN CONSIDERED) applies)); or a Hazardous Substance Release Report per reference (a) (appendix H (Report Symbol 5090-3 (MIN CONSIDERED) applies)). The report is to include one of the following statements:

(a) "Response action complete; no follow up required."

(b) "Response action continues; follow up required."

(2) The message precedence will normally be "routine" if the NOSCDR has been notified by telephone. If no telephone contact has been made the message precedence will be "priority."

(3) "NAVAIRSYSCOM" will be included as an "Info" addressee, attention AIR-09F2 and AIR-09Y.

c. The National Response Center will be immediately notified.

d. A copy of the message with a point paper amplifying the circumstances of the spill will be sent by electronic means to NAVAIRHQ (AIR-09Y) no later than the day following release of the message. If message precedence is "priority" or "Navy Blue" telephone notification will be made immediately to NAVAIRHQ (AIR-09Y or NAVAIR duty officer).

e. Follow up correspondence will be sent to NAVAIRHQ (AIR-09Y) every 30 calendar days until all action has been completed.

(1) One of the following statements will be included:

(a) "Response action complete; no follow up required."

(b) "Response action continues; follow up required."

(2) The precedence will normally be "routine."

(3) The NOSCDR will be included as an "info" addressee.

3. Notice of Violation. A notice of violation (NOV), non-compliance, or similar action by a regulatory agency will be reported as follows:

a. To NAVAIRHQ (AIR-09Y) by telephone within 24 hours of occurrence.

b. To CNO (OP-45), within 5 days of the occurrence, a Report of Receipt of a Notice of Violation or Noncompliance per reference (a) (appendix C (Report Symbol OPNAV 5090-4 applies)).

c. Info copies of the message will be sent to NAVAIRHQ (AIR-00C, AIR-09Y, and (if NAVAVNDEPOT) AIR-43).

4. Fines

a. Heads of NAVAIR field activities will notify NAVAIRHQ (AIR-09Y and AIR-00C)) by letter within 10 days of receipt of a request for payment of a fine or penalty.

b. Heads of NAVAIR field activities may pay any fine under $10,000 without requesting concurrence. Notify NAVAIRHQ (AIR-09Y and AIR-00C) of the amount of payment.

c. If the assessed fine is $10,000 or greater the activity will, when negotiations with the regulatory agency are complete, notify NAVAIRHQ (AIR-09Y and AIR-00C) of the final amount of the fine even if zero dollars. If the negotiated amount is $10,000 or greater, the field activity will request concurrence from NAVAIRHQ (AIR-09Y and AIR-00C) before payment of the fine.

d. If the notice and/or fine are to the host of a NAVAIR field activity, the NAVAIR field activity will notify NAVAIRHQ (AIR-09Y and AIR-00C) of the notice and/or fine by message, copying only the host activity, and indicating which portions of the notice are considered the responsibility of the NAVAIR field activity.

e. Any fine assessed by the regulatory activity which is not contested by the field activity will be paid from the operating funds of that activity. Fines or penalties imposed by final judgement of a court will be coordinated with NAVAIRHQ (AIR-00C) to ensure payment, where appropriate, is made from the judgement fund.

5. Regulatory Action

a. Notification of the following events will be made by NAVAIR field activities to NAVAIRHQ (AIR-09Y) by telephone within 24 hours of occurrence and by message (precedence "routine") within 5 days of occurrence.

(1) Any compliance order or similar agreement with a regulatory agency.

(2) Any notice of failure to comply with correction orders associated with an NOV.

(3) Any notice of an intent to bring suit, by a public or private party, for failure to comply with environmental regulations.

b. Follow up correspondence will be sent to NAVAIRHQ (AIR-09Y) every 30 days until all action has been completed; and include one of the following statements:

(a) "Response action complete; no follow up required."

(b) "Response action continues; follow up required."

6. Compliance Action Reporting

a. Actions taken to reduce pollution have facility costs as well as costs/savings beyond equipment and construction costs. Any change in process has an effect, positive or negative, on productivity and cost. An Environmental Compliance Action Report (ECAR), (Report Symbol NAVAIR 5090-1 applies); has been developed to assist field activities in reporting air and water pollution prevention action. The report format is included in appendix A.

b. A similar report, Implemented Hazardous Waste Minimization Efforts (IHWME) (Report Symbol NEESA-19-004), has been developed by the NEESA for reporting hazardous waste minimization action.

c. NAVAIR field activities will notify NAVAIRHQ (AIR-09Y) by letter of any action taken to reduce the generation of environmental pollution. The ECAR is to be used for air and water pollution; the IHWME for hazardous waste minimization.

(1) The IHWME will also be submitted to NEESA (Code 112F3).

(2) A copy of ECAR or IHWME will be sent to the LMTC(E) NAVAVNDEPOT Jacksonville.

d. Any action taken by a NAVAIR field activity or any action required to be taken to comply with environmental regulations will be reported via the Navy's Pollution Control Report (PCR). Chapter 10 of this manual gives guidance on the use of the PCR process.

7. Environmental Reports

a. An Annual Environmental Report (Report Symbol NAVAIR 5090-2 applies); will be submitted by each NAVAIR field activity per the schedule in appendix A. The annual environmental report will include

(1) the self audit executive summary per chapter 8, paragraph 3a of this manual;

(2) Polychlorinated Biphenyl (PCB) per appendix A;

(3) underground storage tanks (UST) per appendix A;

(4) environmental expenditures per appendix A;

(5) environmental staffing per appendix A;

(6) categorical exclusions per appendix A; and

(7) estimate of IR program costs per appendix A.

b. Environmental regulations with deadlines for compliance necessitate a format to track and project progress. Each regulation with a compliance deadline will generate its own program requiring its own database and method of tracking.

(1) Programs of this type may be identified Navy wide or within NAVAIR. Even if there is a Navy program it may become necessary to augment the Navy requirements with specific NAVAIR requirements. Additionally, NAVAIR requires environmental program information for notification of higher authority and for planning within the overall environmental program.

(2) As such programs are required by regulations they will be promulgated to NAVAIR field activities by NAVAIRHQ.

8. Responsibilities

a. NAVAIRHQ AIR-09Y will

(1) maintain records of NOV's and fines, compliance agreements, PCR's, compliance action reports, and the programs listed in appendix A; and

(2) develop and disseminate to NAVAIR field activities programs and formats for tracking compliance deadlines and projecting progress.

b. Heads of NAVAIR Field Activities will

(1) prepare and submit annual environmental reports as scheduled in appendix A;

(2) prepare and send correspondence on spills, NOV's, fines, regulatory action, and ECAR and IHWME reports; and

(3) coordinate negotiations with regulatory agencies with the regional environmental coordinator per chapter 2, reference (a).

Chapter 8

ENVIRONMENTAL COMPLIANCE EVALUATION

1. Background. To ensure proper compliance and environmental program management, reference (a) establishes a three tiered ECE program.

2. Guidance. NAVAIR will participate in the ECE program as a means to monitor, achieve, and maintain compliance with environmental and natural resources regulations. The program is intended to

a. verify that effective environmental program management practices are in place at each field activity; and

b. identify deficiencies, changing priorities, and novel responses in the environmental program.

3. Program Requirements

a. Self audits will be carried out by each activity every calendar year.

(1) The self audit is to identify discrepancies within the field activity's environmental program, make recommendations to correct the discrepancies, and assign responsibility for implementation of the recommendation. There is to be an executive summary of the overall environmental program which is to address any major discrepancies. The executive summary is to include a matrix summary in the format given in appendix A. All elements of the format are to be included but may be listed as "Not Applicable." Any element with a rating of red should be addressed in the narrative of the executive summary.

(2) The self audit executive summary and matrix is to be forwarded to NAVAIRHQ (AIR-09Y) per appendix A.

b. ECE's will be completed by NAVAIRHQ at a minimum triennially and will be scheduled to precede NAVAIR command inspection.

4. Responsibilities

a. NAVAIRHQ AIR-09Y is responsible for implementation of the NAVAIR ECE program and will

(1) develop a checklist for NAVAIR field activity use in conducting annual self audits and for conducting an ECE of a NAVAIR field activity by NAVAIRHQ;

(2) coordinate, perform, and prepare ECE evaluations of NAVAIR field activities in conjunction with NAVFAC and the NAVFAC engineering field divisions (EFD);

(3) provide an annual ECE program review to CNO (OP-45) per reference (a).

b. Heads of NAVAIR Field Activities will

(1) perform an annual environmental self audit each calendar year to include all aspects of the field activity's environmental program;

(2) provide a copy of the summary section of the preceding year's annual environmental self audit to NAVAIRHQ (AIR-09Y) according to the schedule established in appendix A;

(3) maintain records of the inspection with an explanation of action taken to correct deficiencies; and

(4) develop an internal control system to ensure deficiencies identified during the annual self audit and the NAVAIRHQ ECE are addressed in a timely manner.

Chapter 9

INSTALLATION RESTORATION PROGRAM

1. Background. The Navy's IR program is for the remediation of past hazardous waste storage and disposal pits and areas, spill sites, and other areas that have suffered pollution due to Navy action. The program is more fully described in reference (a). The basic increments of the program are:

a. Preliminary Assessment/Site Investigation (PA/SI). An initial analysis of existing information to determine if a site requires additional investigation or action is followed by an on-site investigation to determine whether there is a release or potential release at a site and the nature of the associated threats. The purpose of the site visit is to augment initial information and to generate, if necessary, sampling and other field data to determine if further action or investigation is appropriate.

b. Remedial Investigation/Feasibility Study (RI/FS). Sites identified in the PA/SI which pose potential threats to human health or the environment require a comprehensive investigation specified as an RI/FS. The RI/FS is an extensive technical study conducted to determine the nature and extent or potential threat posed by the site and determine what action, if any, should be taken to remediate the site.

c. Remedial Design/Remedial Action (RD/RA). RD/RA begins with a remedial design which translates the RI/FS into designs and specifications for site remediation. Remedial action is the physical implementation of site remediation.

2. Installation Restoration Program Management

a. NAVFAC is tasked with overall management of the Navy's IR program per reference (a). The program is executed through the EFD's and is funded with the Defense Environmental Restoration Account (DERA).

b. The head of a field activity is ultimately responsible for the proper execution of the IR program at his/her activity. Proper management of the IR program requires full coordination and cooperation among the activity, EFD, regulatory agencies, and

the public. NAVAIR field activities will fully implement the regulations associated with the IR program and cooperate with all parties. Tenant NAVAIR field activities will fully support the host command in its IR program.

c. Navy field activities may request DERA funds for personnel support of their IR program.

3. Responsibilities

a. NAVAIRHQ AIR-09Y will coordinate IR resource requirements with NAVFAC and maintain activity IR status.

b. Heads of NAVAIR Field Activities will

(1) comply with reference (a);

(2) ensure that all required correspondence and meetings with regulatory agencies and the public are properly executed;

(3) submit for DERA funds for personnel support for actions associated with IR program;

(4) advise NAVAIRHQ (AIR-00D and AIR-09Y) by message whenever problems associated with IR program have potential for adverse public reaction; and

(5) annually report the current estimate of costs associated with the IR program to NAVAIRHQ (AIR-09Y) per appendix A of this manual.

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Chapter 10

SUBMISSION OF POLLUTION CONTROL REPORTS

1. Background. The Navy has established a Pollution Control Report (PCR) system in response to Office of Management and Budget (OMB) Circular A-106. The Navy PCR system is used for planning, programming, budgeting, and executing environmental compliance projects. Environmental projects which are submitted on a PCR are entered into the PCR system. The information in the PCR is used to produce the information required by OMB Circular A-106. Navy policy for use of PCR is contained in chapter 3, reference (a); guidance for submission of PCR's is given in reference (b).

2. Pollution Control Reports

a. Reporting Cost of Compliance. Environmental costs are identified as either routine or non-routine costs. Routine costs are those required to continue the day to day operations of an activity's environmental program and includes salaries and supplies. Routine, recurring costs are the responsibility of the activity. Non-routine, non-recurring costs are those required for compliance efforts which are not recurring or are one time actions. Non-routine costs are eligible for central funding. However, there is no assurance of central funding for all non-routine costs.

(1) All compliance costs requirements (does not include fines, salaries, or supplies), both routine and non-routine, are to be reported (Report Symbol DD-P&L(SA)1383(6240) applies) in the Navy's PCR system per reference (b).

(2) Routine costs need to be identified in the annual field activity budgetary process.

(3) Non-routine costs for specific compliance deadlines should also be identified in the annual field activity budgetary process to protect the activity in the event that central funding is not available.

b. Types of Projects. There are three basic types of projects for submission of PCR's. The basic types correspond to the potential type of central funding made available for the projects.

(1) The Defense Environmental Restoration Account (DERA) was established by Congress for clean up of hazardous waste disposal sites within the DOD. These funds are used for the Navy's IR program, for the studies and remedial action associated with site cleanup, for developing and implementing a community relations plan, and for limited personnel support funds associated with field activity involvement in the IR program. The funds are normally sent to the geographical NAVFAC EFD for support of field activity IR actions.

(2) Pollution Abatement (PA) funds are central Navy funds managed by NAVFAC which may be used for compliance projects, including remedial/corrective actions, to ensure facilities and equipment meet environmental requirements. These funds could be used to modify a facility to meet changing air emission requirements, or to modify an industrial waste treatment plant to assure proper treatment and capacity. The funds are normally sent to the geographical NAVFAC EFD for support of field activity requirements.

(3) Hazard Minimization (HAZMIN) funds are central Navy funds managed by NAVFAC which may be used for the reduction of hazardous waste and other pollutants. These funds would be used for the investigation, testing, and installation of substitute materials and process changes, and equipment procurement which will reduce the environmental pollution by an operation. These funds would also support research and technology development for reduction of environmental pollution. These funds could be used to test an alternative paint removal technology and to transfer the resulting technology to the field. The funds are normally sent to the field activity or the major claimant requesting the funds.

c. Availability of Central Funds. The PCR system is primarily a means to track the cost of environmental compliance within the Navy and for preparing an information for Congress on that cost. The PCR system is also used as a method to request central funds. However, central funds are not able to cover all environmental requirements.

(1) Requests for central funds must compete for priority. Due to shortfalls in funding, some PCR requests for funding may not be approved. Field activities must budget for their environmental compliance requirements even if a PCR is submitted requesting central funds.

(2) Availability of central funds is not level from year to year. It is to the benefit of a field activity to have project designs complete and ready for award so that the field activity may take maximum advantage of central funds when they are available.

d. Economic Analysis. HAZMIN projects need to be supported by an economic analysis. A PCR requesting HAZMIN funds must be accompanied by an economic analysis. Without the economic analysis a HAZMIN project will be unable to compete for prioritization and central funds.

e. Submission of PCR's. PCR's are to be submitted in all cases to the geographical EFD per reference (b). If the PCR is for a project that has been funded by the activity, it will be entered into the Navy's PCR system and reported by the Navy in the annual report to Congress. If the PCR is a request for central funds, the PCR will be entered into the PCR system and prioritized by NAVFAC. If the PCR is for claimant managed funds, it will be forwarded to NAVAIRHQ by the EFD. Copies of all PCR's submitted are to be sent to the appropriate code within NAVAIRHQ for headquarters support.

(1) Copies of all HAZMIN PCR's together with their economic analysis are to be sent to NAVAIRHQ (AIR-411) for headquarters coordination and support.

(2) Copies of all PA PCR's are to be sent to NAVAIRHQ (AIR-09Y) for headquarters coordination and support.

(3) Copies of all DERA PCR's for personnel support are to be sent to NAVAIRHQ (AIR-09Y) for headquarters coordination and support. PCR's for IR site studies and remediation are submitted and managed by NAVFAC and the geographical EFD's.

3. Responsibilities

a. NAVAIRHQ

(1) AIR-09Y will

(a) coordinate the development and submission of all PA related PCR's for NAVAIR field activities. This action will include ensuring correct and timely submission by NAVAIR elements and support of the PA projects in NAVFAC; and

(b) coordinate the development and submission of all DERA related PCR's for personnel support related to IR at the field activities. This action will include ensuring correct and timely submission by NAVAIR elements and support of the requirements to CNO (OP-45).

(2) AIR-411 will coordinate the development and submission of all HAZMIN related PCR's for NAVAIR programs and systems. This action will include ensuring correct and timely submission by NAVAIR elements and support of the HAZMIN projects in NAVFAC.

b. Heads of NAVAIR Field Activities will

(1) prepare and submit PCR's on HAZMIN and PA projects, regardless of funding source, and IR Personnel Support to the geographical EFD for entry into the Navy's PCR system;

(2) appoint a single point of contact within the field activity to act as coordinator for all PCR's submitted by elements of the field activity;

(3) prepare and submit an economic analysis with HAZMIN PCR's; and

(4) send copies of all PCR's submitted to the appropriate code within NAVAIRHQ (AIR-411 for HAZMIN PCR's, AIR-09Y for PA and IR Personnel Support PCR's).

Program Reporting Schedule

APPENDIX A

ENVIRONMENTAL COMPLIANCE ACTION REPORT FORMAT

Activity: _____
UIC: _____ Date: _____

Title: _____
Narrative: _____
_____
_____
_____
_____

Wastestream: Solid (__); Air (__); Water (__)

Specific Process: _____
If Hazardous Waste action complete the following:

Generation Source Code: _____

Reduced HW Generated (annual unit):* (+/-) _____

Reduced HW Disposal (annual dollars):* (+/-) _____

Reduced Man-hours (annual hours):* (+/-) _____
Reduced Man-hours (annual dollars):* (+/-) _____
Project Costs:* _____
Return on Investment: _____
((Change in Disposal($) + Change in Hours($))/Project Cost ($))

Implementation Completion Date: _____
Status: (include need for further development)
_____
_____
_____
_____

Point of Contact: _____ Phone: _____
* include backup data

APPENDIX A

ENVIRONMENTAL ANNUAL SELF AUDIT MATRIX

Activity: _____

UIC: _____ Date: _____

Program Element	Admin	Fac	Ops	Total	Overall
1. Management Support					
2. Air Pollution					
3. Asbestos					
4. Water Pollution					
5. H/W Minimization					
6. Hazardous Waste					
7. Installation Restoration					
8. Natural Resources					
9. Polychlorinated Biphenlys					
10. Pesticides					
11. Solid Waste					
12. SPCC					
13. SARA Title III					
14. Underground Storage Tanks					
15. NEPA					

ACTIVITY AVERAGE OVERALL SCORE: _____

Each element of the environmental program is to be rated red, yellow or green. The rating is to indicate the status of that element in one of the three graded areas.
Definition of Areas: Admin:Administrative Compliance- includes permits, reports, record keeping, and the implementation of Navy policy. Facil:Facilities- indicates the adequacy of present facilities and equipment that affect environmental compliance. Ops:Operations- indicates the level present operations are functioning in an environmentally compliant manner.
Definition of Ratings: Green (G)-element is well managed, and no adverse impacts are foreseen. Yellow (Y)-element has potential for adverse impacts on activity operations and command attention is recommended. Red (R)-element requires immediate action and command attention. Green=1; Yellow=3; Red=6.
Total score = ((Admin. + Fac. + Ops.)/3).
Overall rating: 1.00 <G< 2.00; 2.00 <Y< 4.50; 4.50 <R< 6.00.
Average Overall Score:
1 to 1.5=Outstanding; 1.5 to 2.5=Excellent; 2.5 to 3.5=Adequate; 3.5 to 4.5=Marginal; 4.5 to 6.0=Unsatisfactory

PCB Report Format

Activity: _____
UIC: _____ Date: _____

1. Total Number Retrofilled: _____

Item	Type	Date

2. Total Number Replaced: _____

Item	Type	Date

3. Indicate status of plant/industrial equipment PCB contamination test program. If one is not in place indicate date program will be in place.

4. For all PCB articles remaining in inventory enter information on PCB Inventory Sheet:
   - transformer number or item type,
   - risk level
   - if replacement or retrofill is planned
   - project number associated with each action,
   - date of anticipated project completion, and
   - estimated cost for action.

5. If no action is planned indicate on the PCB Inventory Sheet and attach an explanation.

PCB Inventory Sheet

No.	Type	High Risk	Replace	Retrofill	Project No.	Est. Cost	Date

UST Report Format

Activity: _____
UIC: _____ Date: _____

TANK TYPE (separate list for each tank type)

OBS	ACT#	SIZE	COMP?	COM. DATE	PA	DATE	PROJ	COST

KEY:

TYPE: Tank Type:
- less than 550 gallons
- greater than 550 gallons
- abandoned tanks
- hazardous waste tank

OBS: Observation No.: Use numbering system of Naval Energy and Environmental Support Activity letter 5090/8/8 Ser 112E/388 of 18 March 1988 (NOTAL).

ACT#: activity real property record number (or sub-number if more than one on record) for tank

SIZE: in gallons

COMP?: is the tank presently in compliance (yes/no)

COMP. DATE: next applicable compliance date

PA: Planned Action

LT:	leak test	CP:	cathodic protection
RM:	remove	OP:	overfill protection
CL:	close	LD:	leak detection
UP:	upgrade		

DATE: date action to be completed

PROJ: project number

COST: estimated cost

==========

Environmental Expenditures Report Format

Activity: _____
UIC: _____ Date: _____

Indicate which expenditures respond to Class I and Class II requirements.

a. Personnel
b. Training
c. Spill clean-up
d. Hazardous waste disposal
e. Permits/Fees
f. Studies
g. Lab analysis
h. Purchases (material, equipment, etc.)
i. Construction

Environmental Staffing Report Format

Activity: _____
UIC: _____ Date: _____

a. Title
b. Grade
c. Part time or Full time (give percentage if part time)
d. Organizational code
e. a brief statement of responsibilities.

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Categorical Exclusion Report Format

Activity: _____
UIC: _____ Date: _____

1. Title/Subject/Date (Description of action)
2. Categorical Exclusion Number (per OPNAVINST 5090.1)

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Estimate of IR Program Costs Report Format

Activity: _____
UIC: _____ Date: _____

a. IR Site name and designation
b. Current status of each site (PA/SI; RI/FS; RD/RA)
c. Estimated date of completion for current phase
d. Estimated date of closure/final clean-up
e. Estimated cost for completion of current phase
f. Estimated cost for completion of closure/final clean-up
g. Activity expenditures for the IR program in the preceding year (indicate if "internal" funds)
h. Federal Facility Compliance Agreement (yes/no) (if "yes"; date of agreement and requirement schedule)

INDEX

(number in parentheses indicates responsibility)

INDEX

(number in parentheses indicates responsibility)